Insert Your Name Here
Insert Your Address Here
City, State Zip

Insert Date

Supervisor's Name
Company Name
Street Address
City, State Zip

Insert Greeting [Mr./Ms./Miss/Mrs./Dr., etc] Last Name:

As you know, I have been on leave from work due to the birth of my child since [insert date] and am scheduled to return on [insert date]. While I fully intended to come back to work at the end of my scheduled leave, my plans have changed during the time I've spent away from work. I have made a decision not to return.

Please accept this letter as my formal notice of resignation from my position as [insert title] with [insert company name], effective immediately. I greatly enjoyed the time I spent working with the company, yet strongly feel that staying home with my child is something that I really need to do at this time.

If there is anything I can do to help with the process of transitioning duties to my replacement, please let me know. I wish you and [insert company name] continued success.

Regards,

[Insert Your Full Name]